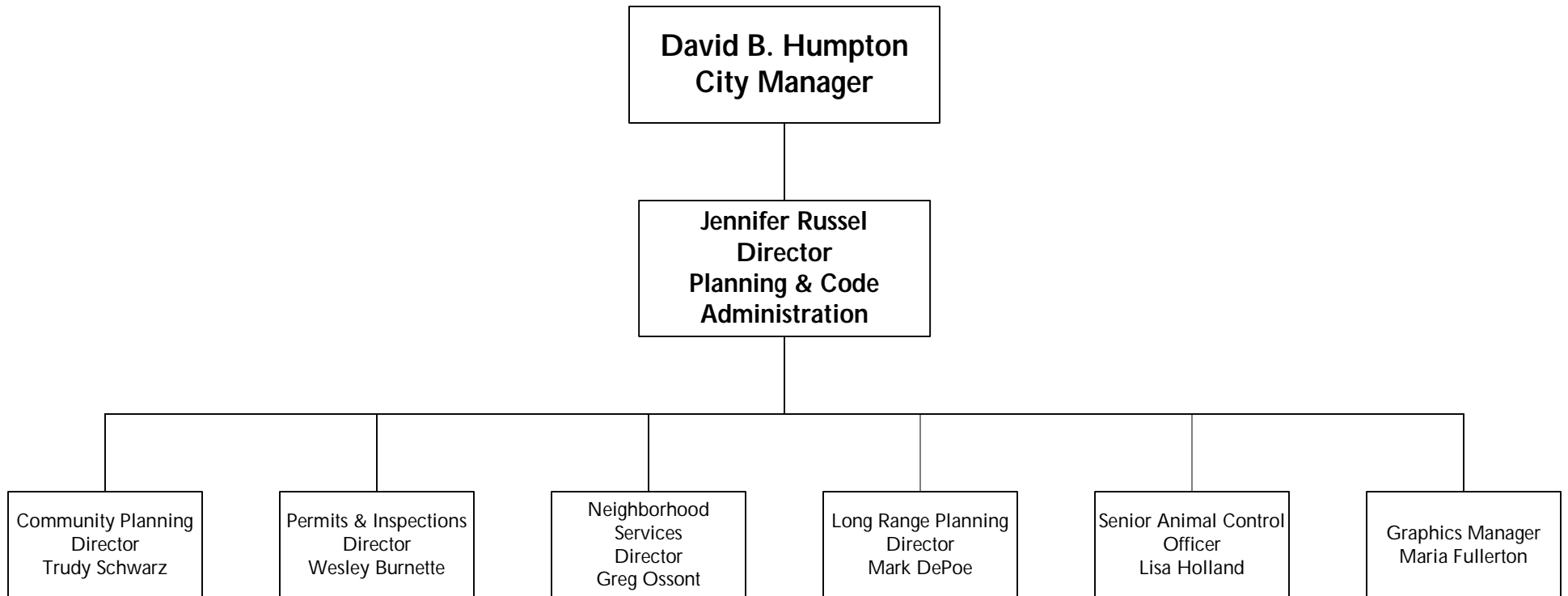




# PLANNING & CODE



## PLANNING AND CODE DEPARTMENT OVERVIEW

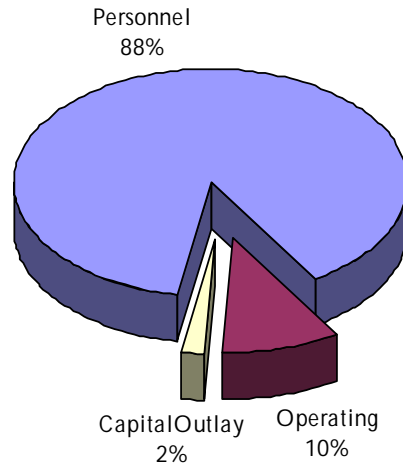
### MISSION:

To enhance the quality of life in the City by promoting excellence in development, public safety, health and welfare for all.

Budget Summary	Budgeted 2001 - 02	Budgeted 2002 - 03	Proposed 2003 - 04	Adopted 2003 - 04
Planning	\$ 1,026,403	\$ 1,016,124	\$ 993,733	\$ 993,733
Code Administration	1,529,050	1,578,230	1,629,978	1,629,978
Animal Control	280,995	268,202	285,618	285,618
TOTAL	\$ 2,836,448	\$ 2,862,556	\$ 2,909,329	\$ 2,909,329

# PLANNING AND CODE DEPARTMENT OVERVIEW

Planning and Code Administration  
FY 2004 Budget of \$2,873,011



## STAFFING SUMMARY BY POSITION:

<b>Planning:</b>	<b>FY 03</b>	<b>FY 04</b>
Director of Planning & Code Administration	1.0	1.0
Community Planning Director	0.0	1.0
Urban Design Director	1.0	0.0
Long-Range Planning Director	0.0	1.0
Senior Planner	1.0	0.0
Planner	4.0	3.0
Associate Planner	0.0	1.0
Graphics Manager	1.0	1.0
Recording Secretary	1.0	1.0
Staff Assistant	1.0	1.0
Receptionist	1.0	1.0
Part-Time Personnel	2.6	3.1
<b>Subtotal</b>	<b>13.6</b>	<b>14.1</b>

<b>Animal Control:</b>	<b>FY 03</b>	<b>FY 04</b>
Senior Animal Control Officer	1.0	1.0
Animal Control Officer	2.0	2.0
Secretary	1.0	1.0
Part-Time Personnel	0.7	0.7
<b>Subtotal</b>	<b>4.7</b>	<b>4.7</b>

<b>Code Administration:</b>	<b>FY 03</b>	<b>FY 04</b>
Permits and Inspections Director	1.0	1.0
Fire Marshall	1.0	1.0
Neighborhood Services Director	1.0	1.0
Senior Plans Examiner	2.0	2.0
Senior Electrical Reviewer	1.0	1.0
Site Development Coordinator	1.0	1.0
Neighborhood Enhancement Coordinator	1.0	1.0
Construction Codes Inspector	3.0	3.0
Senior Rental Housing Inspector	0.0	1.0
Rental Housing Inspector	1.0	0.0
Office Manager	1.0	1.0
Permit Analyst	3.0	3.0
Secretary	1.0	1.0
Employment Agreement Personnel	2.7	2.5
Part-Time Personnel	3.1	3.1
<b>Subtotal</b>	<b>22.8</b>	<b>22.6</b>

<b>TOTAL:</b>	<b>FY 03</b>	<b>FY 04</b>
Personnel	<b>41.1</b>	<b>41.4</b>

### SERVICES PROVIDED:

This activity is responsible for building safety on public and private sites via plans examination and permit issuance as well as providing information to citizens, advising officials on zoning and development matters, and processing planning-related applications including, but not limited to, rezonings, text amendments, site development, and subdivision reviews. Staff is also responsible for the adoption and revision of the City's Master Plan, while promoting citizen participation throughout the City.

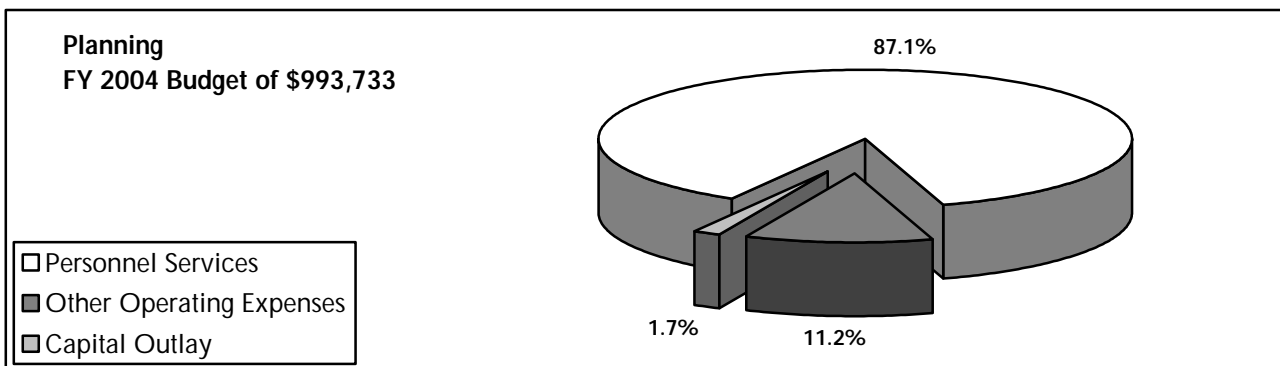
### FY WORK PLAN GOALS:

- Adopt Accessory Structure Zoning Ordinance Amendment.
- Adopt New Sign Ordinance.
- Adopt Thoroughfare Design Standards.
- Continue City-wide Master Plan Update.
- Continue Implementation of Frederick Avenue Plan.

### SIGNIFICANT CHANGES FOR FY 04:

- Miscellaneous Professional Services decreased \$28,100 due to encumbrance of Master Plan monies and redirection of secretarial/transcription services to part-time account.
- Postage decreased \$8,440 based on current FY 03 use; GIS has streamlined notification process.
- Printing & Binding decreased \$13,850 due to Master Plan printing encumbrance--one time expense.

Summary	Budgeted 2001 – 02	Budgeted 2002 – 03	Proposed 2003 – 04	Adopted 2003 – 04
Personnel Services	\$880,742	\$838,084	\$865,361	\$865,361
Other Operating Expenses	127,990	160,615	111,595	111,595
Capital Outlay	17,671	17,425	16,777	16,777
<b>TOTAL</b>	<b>\$1,026,403</b>	<b>\$1,016,124</b>	<b>\$993,733</b>	<b>\$993,733</b>



Performance Measures	Actual 2001 – 02	Budgeted 2002 – 03	Projected 2003 – 04
Number of Staff Approvals	268	125	250
Number of Site Plans Received	73	90	90
Number of Passports Issued	1,463	1,350	1,500
Number of HAWP's Received	17	18	18

### SERVICES PROVIDED:

This activity is responsible for building safety on public and private sites via plans examination, permit issuance, and inspections of building safety and fire code aspects of building construction. In addition, this activity ensures the quality of public and private improvements such as streets, storm drains, parks and HOA properties through bond administration, permit issuance and inspections. Environmental standards are accomplished through the issuance of permits and inspections of stormwater management and sediment control. Additionally, this activity administers and enforces all aspects of City Code including, but not limited to, public nuisances, rental housing and landlord-tenant affairs. This activity also serves as a community liaison for property managers, homeowner associations and other public agencies.

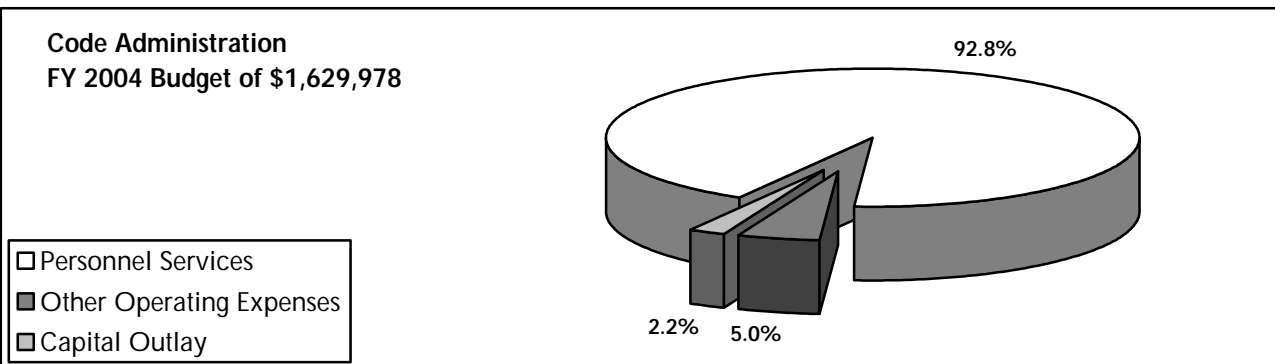
### FY WORK PLAN GOALS:

- Complete assigned inspections of existing SWM facilities and coordinate with City's Environmental Specialist.
- Continue (full implementation) of Neighborhood Inspection program in specific (needed) areas.
- Continue full implementation of Neighborhood Matching Grant program and Paint Giveaway program; Develop framework for program to target special areas for focused inspections.
- Revise Road Code to include new County standards and subgrade requirements.

### SIGNIFICANT CHANGES FOR FY 04:

- No Significant Changes

Summary	Budgeted 2001 – 02	Budgeted 2002 – 03	Proposed 2003 – 04	Adopted 2003 – 04
Personnel Services	\$1,409,547	\$1,458,275	\$1,511,959	\$1,511,959
Other Operating Expenses	77,726	78,855	82,055	82,055
Capital Outlay	41,777	41,100	35,964	35,964
<b>TOTAL</b>	<b>\$1,529,050</b>	<b>\$1,578,230</b>	<b>\$1,629,978</b>	<b>\$1,629,978</b>



Performance Measures	Actual 2001 – 02	Budgeted 2002 – 03	Projected 2003 – 04
Number of Sierra Complaints Received	1,531	1,100	1,600
Number of Permits & Licenses Issued	5,564	4,300	5,200
Number of Inspection Requests Received	20,820	21,400	20,000

## Planning & Code

### 1198 - Animal Control

#### SERVICES PROVIDED:

This activity is responsible for enforcing Animal Control Ordinances and promoting the humane treatment of all animals. Typical activities include the processing of animal licenses, sponsorship of rabies clinics, community outreach, and oversight of the City's Dog Exercise Area (DEA).

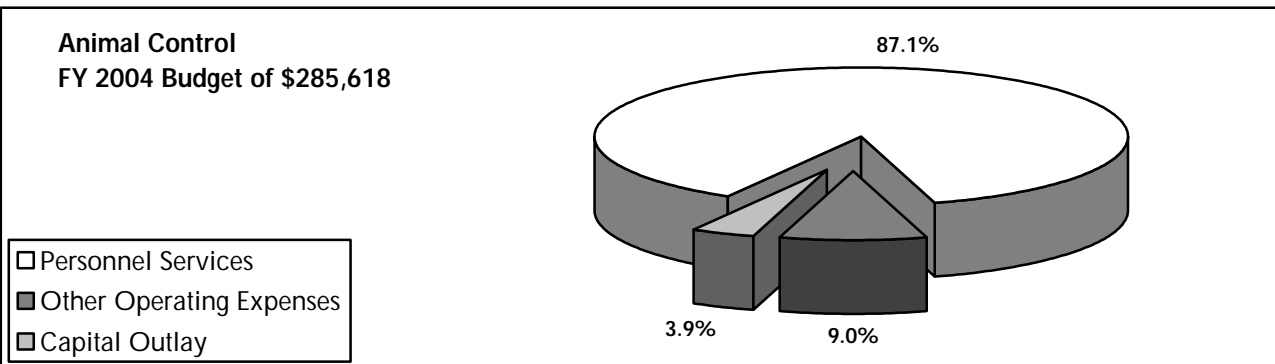
#### FY WORK PLAN GOALS:

- Assist IT in developing and implementing dog breed tracking system in Sierra and assist with data modification changes when dog breed tracking system is complete.
- Implement Phase II of Licensing Plan (issue three-year pet license only at rabies clinic).
- Organize TASK Force with Montgomery County and City of Rockville for better ways to exchange Animal Control issues (i.e., cruelty cases, potentially dangerous/dangerous dogs, pit bull fighting, etc.).
- Oversee development of a system to track delinquent pet licenses.

#### SIGNIFICANT CHANGES FOR FY 04:

- No Significant Changes

Summary	Budgeted 2001 – 02	Budgeted 2002 – 03	Proposed 2003 – 04	Adopted 2003 – 04
Personnel Services	\$209,613	\$234,662	\$248,730	\$248,730
Other Operating Expenses	41,486	21,645	25,845	25,845
Capital Outlay	29,896	11,895	11,043	11,043
<b>TOTAL</b>	<b>\$280,995</b>	<b>\$268,202</b>	<b>\$285,618</b>	<b>\$285,618</b>



Performance Measures	Actual 2001 – 02	Budgeted 2002 – 03	Projected 2003 – 04
Number of Licenses Issued	2,249	2,600	2,350
Number of Dog Exercise Area Tags/Memberships Issued	534	400	500
Number of Calls Received	1,474	1,635	1,635
Number of Bite Reports	53	50	60